

**COVERSHEET  
STANDARD OPERATING PROCEDURE**

Operation Title: **Processing of Stormwater Management Law Applications, Division of  
Land Resource Regulation**  
Identification No.: **DEPLW0502-A2002**  
Revision No.: **00**  
Originator Name: **Judy Gates**  
Reviser: **N/A**  
Effective Date: **08/01/02**

**APPROVALS:**

Bureau of Land and Water Quality Director:

David A. Van Wie \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature

QMSC Chair:

Malcolm C. Burson \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature

**DISTRIBUTION:**

( ) Bureau of Air Quality .....	By: _____	Date: _____
( ) Bureau of Land and Water Quality .....	By: _____	Date: _____
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( ) Office of the Commissioner .....	By: _____	Date: _____
( ) Quality Management Steering Committee .....	By: _____	Date: _____
( ) Bureau QACs and Lead auditors .....	By: _____	Date: _____

**Bureau of Land and Water Quality**  
**Division of Land Resource Regulation**  
**Licensing Unit**  
Standard Operating Procedure  
Processing of Stormwater Management Law Applications

**1. APPLICABILITY.** This standard operating procedure (SOP) applies to all licensing staff in the Bureau of Land and Water Quality's Division of Land Resource Regulation (Division) after August 1, 2002. It applies to the processing of applications filed with the Department under the Stormwater Management Law.

**2. PURPOSE.** This SOP is intended to establish consistent procedures for the processing of Stormwater Management applications by the Division of Land Resource Regulation.

**3. RESPONSIBILITIES.**

- 3.1 **COMPLIANCE.** All licensing staff in the Division of Land Resource Regulation are responsible for becoming familiar, and complying with, the contents of this procedure during processing of an application. The attached appendices are to serve as reference materials throughout the processing of applications. Supervisors are responsible for ensuring that licensing staff is familiar with and adhere to the procedures outlined in this SOP. Enforcement & Field Services staff Drafting Department Orders will also adhere to these procedures.
- 3.2 **OTHER.** The Licensing Coordinator is responsible for initial development, approval, distribution, and maintenance of the proposed SOP. Policy and Procedures staff in the Bureau of Land & Water Quality will track this SOP. The name of responsible individuals, document title, dates of last revision, and document numbers will be recorded.

**4. GUIDELINES AND PROCEDURES.**

- 4.1 **ORIGINATION AND CONTENTS.** Division Licensing staff will use the Processing Checklist associated with this SOP when processing a Stormwater management application to ensure that all processing steps have been followed. The completed checklist will be included in the project file. Associated appendices will be used as guidance.
- 4.2 **SOP DEVELOPMENT AND APPROVAL PROCESS.** Approval of this SOP follows the preliminary draft cycle and final approval cycle for Bureau-specific SOPs described in SOP No. OC-PE-0001, Standard Operating Procedure Development, Format, Approval, and Distribution, dated June 15, 2001. The Director of the Bureau of Land and Water Quality and the Maine DEP's QAM approve the final SOP.



## **5. REFERENCES.**

- 5.1 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION QUALITY MANAGEMENT PLAN (JUNE 2001).
- 5.2 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION STANDARD OPERATING PROCEDURE ON STANDARD OPERATING PROCEDURES (OC-PE-0001).
- 5.3 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION, BUREAU OF LAND AND WATER QUALITY, STANDARD OPERATING PROCEDURE SUPPLEMENT TO OC-PE-0001 (DEPLW2001-22).



### **Processing Checklist – Stormwater**

Application #: \_\_\_\_\_

ATS #: \_\_\_\_\_

Received: \_\_\_\_\_

Project –D-: \_\_\_\_\_

\_\_\_\_ **STEP 1.** Log in name as analyst in ATS/ORACLE

\_\_\_\_ **STEP 2.** Use appropriate checklist to verify completeness

**IF INCOMPLETE**

- \_\_\_\_ Note any deficiencies on checklist
- \_\_\_\_ Send summary letter to applicant or consultant requesting info with Submittal deadline **Deadline** \_\_\_\_\_

**or...**

- \_\_\_\_ Return check, application w/ letter, retaining a copy
- \_\_\_\_ Notify log-in person of return

**B. IF COMPLETE**

- \_\_\_\_ Log accept date into ATS
- \_\_\_\_ Send out to review
- \_\_\_\_ Send acceptance letter to applicant or agent
- \_\_\_\_ Log into personal project record
- \_\_\_\_ Establish file

\_\_\_\_ **STEP 3.** Reviews

A typical review turnaround is **30 days**. Review periods for applications proposing vegetative controls need to be shortened to accommodate 30 day processing deadlines. This should be specified on a review request template and sent to the appropriate agency contact (see below). Agency reviews are requested based on expertise and jurisdiction and are incorporated into findings in the permit. Agency reviews can also identify areas of concern requiring additional information and clarification from the applicant.

**Return Date:** \_\_\_\_\_

\_\_\_\_ **STEP 4.** Permit Draft

While waiting for agency reviews, the permit can be drafted using the appropriate template. Review comments can be incorporated in the final draft.

\_\_\_\_ **STEP 5.** Final Permit

Save the final draft onto the H: under the LICENSING section. Turn in the cover sheet or email to the Planning & Research Associate (PRA) for formatting. The Licensing Coordinator will read the permit, make any changes and return the edited copy to either PRA (if changes are minor) or to the project manager. The final permit will go for signature within 2-3 days of giving it to PRA, unless major edits are required. PRA will send a copy of the signed order to the applicant, PM, and town.

\_\_\_\_ **STEP 6.** Filing

The signed original order is filed by PRA in filing cabinets in Augusta. A copy will come to the PM after the applicant has received it via certified mail. That copy, along with the application materials, **copies of any associated NRPA approvals**, review comments, copies of correspondence, etc. is tabbed and filed. It is the responsibility of the PM to remove handwritten notes (unless pertinent & appropriate), duplicate apps and draft copies from the file. Enter any conditions requiring compliance verification into the Condition Compliance Database.